

Comparisons of Job Characteristics

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 81

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Customer and Personal Service	11.3	16.7	15.7	0	Current knowledge level may be sufficient
Administration and Management	8.4	14.6	8.5	<<	Extensive education and/or training may be required
Clerical	7.3	12.7	20.7	>>	Current knowledge level is likely more than sufficient
Personnel and Human Resources	5.6	10.6	6.8	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	9.0	7.1	<	Expanded education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 86

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Active Listening	11.0	14.6	13.6	0	Current skill level may be sufficient
Monitoring	9.9	13.6	10.4	<<	Extensive development of skills in this area may be required
Coordination	9.1	13.3	10.3	<<	Extensive development of skills in this area may be required
Social Perceptiveness	9.1	13.3	9.7	<<	Extensive development of skills in this area may be required

Time Management	8.9	12.5	12.7	0	Current skill level may be sufficient
Management of Personnel Resources	6.9	12.3	6.8	<<	Extensive development of skills in this area may be required
Negotiation	6.8	11.9	7.3	<<	Extensive development of skills in this area may be required
Learning Strategies	7.2	11.4	5.8	<<	Extensive development of skills in this area may be required
Persuasion	7.4	11.1	5.6	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.4	5.0	<	A higher skill level may be required
Management of Material Resources	3.7	6.2	5.8	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 86				
Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)						
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation		
Oral Expression	12.4	15.1	14.1	0	Current ability level may be sufficient	
Speech Clarity	10.2	13.4	11.2	<	Some improvement in abilities may be required	
Speech Recognition	9.9	12.5	13.3	0	Current ability level may be sufficient	
Originality	7.6	10.7	5.4	<<	Extensive improvement in abilities may be required	
Fluency of Ideas	7.6	10.0	5.1	<<	Extensive improvement in abilities may be required	
Memorization	5.6	7.2	6.1	<	Some improvement in abilities may be required	

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 89
Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)		
Work Activities	Exclusivity of Activity	
Compile itinerary of planned meetings or activities	85	
Document provision of administrative services	92	
Maintain administrative services procedures manual	85	
Maintain inventory of office equipment or furniture	82	
Maintain inventory of office forms	71	

Maintain job descriptions	78
Maintain records, reports, or files	5
Maintain travel expense accounts	84
Prepare financial reports	67
Prepare or maintain employee records	69
Prepare tax reports	80
Prepare travel vouchers	95
Schedule meetings or appointments	68
Schedule or contract meeting facilities	80
Write employee orientation or training materials	80

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 83

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Tools and Technologies	Exclusivity
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.